

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Recreation Coordinator II (Data Administrator)
DEPARTMENT: Recreation
REPORTS TO: Assistant Director of Recreation Facilities

SALARY GRADE: 17
FLSA STATUS: N
DATE: 03/2019

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Develops, manages and supervises recreational programs and activities for assigned facilities. The level II class is focused more on recreational programming than facilities operation.

ESSENTIAL JOB FUNCTIONS: *(Not all functions are performed by all incumbents.)*

Develops and implements recreational programs, events, and activities which serve those who frequent assigned center or progr Assists department personnel in the use of RecTrac software/resolves problems; maintains software; trains users in software use.am.

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Plans and develops programs that engage the youth in a positive way through physical and mental exercises. Responsible for advertising events, hiring staff and budgeting for expenses.

Serves as a liaison to a variety of volunteers and civic organizations, such as The Boys and Girls Club, Red Cross, etc.; attends meetings and schedules facilities as needed.

Schedules staff, facilities and equipment and arranges for the acquisition of supplies and services in accordance with city purchasing and personnel procedures.

Evaluates specific programs regularly to ensure they are progressing towards stated goals.

Coordinates rental usage with the main office and local youth organizations for assigned facility and field usage with Public Works

Ensures the safety and security of assigned facilities by monitoring clients entering and exiting assigned facility; ensuring clients who enter assigned building have proper identification and are using equipment in an appropriate manner; making regular safety checks of assigned building including doors, windows, lights and all recreational equipment; and monitoring building maintenance and utility system to ensure proper operation, requests needed maintenance and repairs of the Public Works Department.

Supervises and trains part-time, intermittent and volunteer staff for area recreation programs (e.g., referees, instructors, playground leaders and center staff).

Monitors and logs in part time hours and forwards completed time sheets to supervisor.

Assists in the annual departmental budget preparation.

IMPORTANT JOB FUNCTIONS:

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Motor Vehicles Computer General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Recreation Coordinator I:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in Recreation, or a related field; and,

One year of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Recreation Coordinator II:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in Recreation, or a related field; and,

Three years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Maryland State Board of Nursing – Medication Technician

First Aid/CPR Certification

AED Certification

Defensive Driving Certification Preferred

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

The equipment and techniques necessary to successfully conduct a recreation program.

The methods involved in organizing, conducting, promoting and supervising recreation program activities.

The philosophy and objectives of municipal recreation.

Supervision of staff and activities.

Budget development policies and procedures.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Skill in:

Planning, organizing, assigning, and directing the work of staff.

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, clients, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

Ability to establish and maintain effective working relationships with a variety of people.

While performing the essential functions of this job the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or keyboard; speak and hear; reach with hands and arms; use color, texture, sound, shape and odor perception; lift and/or move up to 20 pounds.

Working Conditions:

Work is performed in an office and in the field exposing the employee to various outside atmospheric conditions.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.